CONFIDENTIAL SERIOUS INCIDENT REPORT OF FINDINGS (SIRF)

County of San Diego Behavioral Health Services (BHS)
OM CONFIDENTIAL FAX: 619-236-1953

Report of Findings shall include a thorough review of the serious incident and relevant findings and interventions/recommendations as appropriate. The Report of Findings shall be submitted within 30 days of the reported serious incident.

A **Root Cause Analysis (RCA)** is required for any serious incident that results in 1) a completed suicide or 2) a major breach of confidentiality. The RCA shall be completed within 30 days of the reported serious incident. After completion of the RCA, the provider shall submit a summary of action items to the QM unit for review. The program COTR, in consultation with the QM unit, may ask the provider to complete an RCA for other serious incidents.

If you have questions, please contact the QM Program Manager for a consultation at 619-563-2747. When in doubt, please call.

Provider (Program) Name: COTR:
Client Name: Client Case Number:
Date of Incident: RCA Required? TYES NO Date RCA Completed:
1. Summary of Findings: (Outline any clinical case conferences, meetings or investigations you conducted. Also attach copies of related newspaper articles coroners and toxicology reports, etc.)
2. Post Committee Recommendations/Planned Improvements: (Please provide a detailed summary of process/system improvements as a result of the thorough analysis of the incident)
Report Completed By: Date:
Contact Email: Contact Phone:
Program Manager Signature: